

STATE OF MAINE

DOG LICENSING

CLERK/DOG RECORDER

INSTRUCTIONS



Maine Department of Agriculture, Food and Rural Resources
Animal Welfare Program
28 State House Station
Augusta, Maine 04333-0028
(207) 287-3846

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All forms in this booklet are non-year specific so that they may be used year after year.

CLERK/DOG RECORDER
INFORMATION

MUNICIPAL CLERKS & DOG RECORDERS CALENDAR

(The same every year)

October 15th: Can start to license dogs for new year. Return the receipt in the new years sticker packet just received and complete and send the "Municipal Update Form", which should have been mailed with new stickers.

December 13th : Post copies of MRSA Title 7 Chapter 721 and Chapter 725. See 7 § 3941.

February 1st: Late fees for dog licensing takes effect. See the "Late Fees" section of current "Animal Laws" book MRSA Title 7 § 3922

On or about February 1st: "Year End Sticker Reports" will be mailed to you. At that time please reconcile stickers and return previous year stickers with this report.

Between February 1st and April 1st: Complete "Municipal Warrant for Prosecuting Unlicensed Dog Owners/Keepers" see 7 § 3943 for correct procedure.

By July 10th: Return "Municipal Warrant for Prosecuting Unlicensed Dog Owners/Keepers Questionnaire".

By October 15th: You will receive the next year's dog licensing package. Return "Dog Licensing Package Receipt" form and completed Municipal Update form.

****If at any time during the year the animal shelter, municipal clerk, municipal address, and/or ACO information changes, please notify this Department as soon as possible.**

Laws pertaining to licensing of dogs that may be of interest.

- 7 § 3916 Rabies Vaccinations
- 7 § 3921 License Necessary
- 7 § 3922 Issuance of license
- 7 § 3923-A License and recording fees
- 7 § 3923-B Tags and stickers
- 7 § 3923-C Kennel License
 - 2-A License Fees
 - 6 Late Fees
- 7 § 3923-E Monthly report
- 7 § 3941 Posting of law
- 7 § 3942 Issuance of dog licenses
- 7 § 3943 Municipal warrants
- 7 § 3944 Issuance of kennel license
- 7 § 3949 Animal shelter designation
- 7 § 3950 Local Regulations
- 7 § 3950 Official Refusal or Neglect of Duty

*DEPARTMENT OF AGRICULTURE
FOOD AND RURAL RESOURCES
ANIMAL WELFARE PROGRAM
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0028
TELEPHONE: (207) 287-3846
FAX (207) 624-5028*

MUNICIPAL UPDATE FORM

Municipality: _____

Municipal Clerk: _____

Municipal Mailing
Address: _____

Phone Number: _____ Town office: _____ or Clerks Home: _____

Fax Number: _____

E-mail Address: _____

Current Animal Control Officer(s): _____

Mailing Address: _____

Phone Number(s): Home: _____

Work: _____

Certified: yes or no If yes, date of certification: _____

Contracted Animal Shelter: _____

Municipal Clerks Signature: _____ Date: _____

*****IF AT ANY TIME DURING THE YEAR THE ANIMAL SHELTER, MUNICIPAL CLERK, MUNICIPAL ADDRESS, AND/OR ACO INFORMATION CHANGES, PLEASE NOTIFY ANIMAL WELFARE.**

CLERK LEAVING OFFICE

TRANSFER OF DOG LICENSES FORMS AND SUPPLIES

When a town clerk or dog recorder resigns/leaves the office, or a new clerk is appointed, the clerk leaving office should make a list of all licenses and supplies to be turned over to the new clerk and have the new clerk sign the list and return a copy of the list to the Animal Welfare Program.

The clerk leaving office should complete a final monthly report before releasing licenses and supplies to new town clerk.

Municipality: _____

I Former Town Clerk: _____

New Town Clerk: _____

Mailing Address: _____

(if different)

Telephone: (207) _____

is above address clerk's home or town office? _____

Date of transfer: _____

TAGS:

Dog tags: _____ (Qty) _____ series: _____ through: _____

_____ series: _____ through: _____

Kennel tags: _____ (Qty) _____ series: _____ through: _____

LICENSES: _____ series: _____ through: _____

SUPPLIES:

_____ Municipal instruction book: (Y/N)

Dog licenses: _____ (Qty) _____ Animal Laws book: (Y/N)

Kennel licenses: _____ (Qty) _____ Monthly Dog Licensing Report Forms: (Y/N)

STICKERS:

Licensing year: 20 _____ Qty: - _____ series: _____ through

_____ Qty: - _____ series: _____ through

_____ Qty: - _____ series: _____ through

OTHER:

Current dog licenses: (Y/N)

At least 3 years of retired licenses: (Y/N)

At least 3 years of previously completed Monthly Dog Licensing Report Forms: (Y/N)

LICENSING INFORMATION

DOG & KENNEL LICENSING FEES CHART

MUNICIPALITIES & UNORGANIZED TERRITORIES

License Recorder	Dog Owner Pays	State	Animal Welfare Account Clerk/Dog
Dog: Male/Female	\$10.00 \$1.00	\$9.00	NONE
Dog: Spay/neuter	\$6.00 \$1.00	\$3.00	\$2.00
Kennel: 1-10 Dogs	\$42.00 \$2.00	\$30.00	\$10.00
(Up to 10 dogs per kennel license)			
Replacement License	\$1.00 \$1.00	NONE	NONE
Transfer License	\$1.00 \$1.00	NONE	NONE
•Service/Search & Rescue	NONE NONE	NONE	NONE
•Hearing-Guide	NONE NONE	NONE	NONE

•The fee's for licensing and payments to the State are the same for unorganized territories.

****Exemption from fees**

- A. A trained guide dog owned or kept by a visually impaired person or such a dog awaiting training;
- B. A trained hearing dog owned or kept by a hearing-impaired person or such a dog awaiting training;
- C. A trained service dog owned or kept by a physically impaired person or such a dog awaiting training; and
- D. A trained search and rescue dog recognized by the Department of Inland Fisheries and Wildlife or by the statewide association of search and rescue that cooperates with the Department of inland Fisheries and Wildlife in developing standards for search and rescue or such a dog awaiting training.

***Late Fees**

After Jan 31	\$15.00 NONE	NONE	\$15.00
Kennel	\$25.00		
Warrant Fee	\$25.00 NONE	NONE	\$25.00

Licensing: 7 §3921 & §3922

Kennel License: 7 §3923-C

Late fees: 7 §3923-A subsection 4.

Warrant fee: 7 §3943

Dog Licensing: (Renewal) to renew a dog license, use the old paper license in your file, fill in information on the back, issue a new sticker only, tags and licenses are not to be given out each year.

Dog Licensing: (New) for a new license issue a tag and sticker along with a new paper license.

Dog Licensing: (Transfer) to transfer a license from another town, take the old tag and notify the issuing town and mail to issuing town or destroy the tag, then issue a new tag, sticker and license, this is a \$1 clerk

fee. The reason for this is that our office shows what tags are issued to your town, if you used another towns tag it would be more difficult to track down the owner in the event this dog was lost.

Kennel Licensing: Before issuing a kennel license, please establish that the applicant qualifies for a kennel license as outlined in 7 MRSA §3907 ss. 17. Dogs (Pets) not kept for one of the kennel license requirements must be licensed individually. If they qualify for a kennel license, they need to be inspected by the ACO prior to licensing as required under 7 §3923-C ss.5 and inspected yearly thereafter. New license, issue kennel tags and stickers for the amount of dogs in the kennel. If there are tags left over from a set issued, keep the remaining tags from that set together with the owners name on it. At any time during the year that owner may come in and add more dogs onto the kennel, free of charge during the licensing year. If the additional dogs out numbers the amount of tags, a new license needs to be issued and charged for. Always issue same amount of stickers as tags. To report this on the monthly report you put the stickers that you issued for kennels licensed that month under the Sticker Year and then the number of kennels on the line preceding "X \$30.00". Copies of kennel licenses now also have to be mailed to this office with your monthly report each month. See "Monthly Report Procedure" in this booklet for further information on this subject.

Rabies Certificate: Rabies certificate may be signed by any Licensed Veterinarian. If it is not on the old State of Maine rabies certificate, it can be on a form 51 or any computer generated form. If computer generated, the information should be in the same general location and must be signed by the vet. See the Rabies Management Guidelines for laws pertaining to this subject.

Postings: Each year you will receive some type of posting, it may not be in poster form, but you will receive something to post as required in 7 §3941.

Questions: If at any time you have a licensing question that this booklet does not answer you may call our office at 287-3846 for assistance.

**DOG RECORDERS FOR
UNORGANIZED TERRITORIES**

ARGYLE PLT

Old Town Town Office
51 North Brunswick St, Old Town

(207) 827-3980
County: Penobscot

EDMUNDS TWP

Roberta Seeley, Dog Recorder
1935 US Route 1, Edmunds, ME 04628

(207) 726-4674
County: Washington

KINGMAN TWP

Denise Worster, Dog Recorder
1386 Kingman Road, Kingman ME 04451

(207) 765-3343
County: Penobscot

LEXINGTON TWP

Diane Emery, Dog Recorder
2028 Long Falls Dam Rd, Highland Plt., ME 04961

(207) 628-3081
County: Somerset

MILTON PLT

Town of Woodstock
26 Monk Ave., Bryant Pond, ME 04219

(207) 665-2668
County: Oxford

ROCKWOOD TWP

Kristin McDonough, Dog Recorder
P0 Box 183, Rockwood ME 04478

(207) 534-7539
County: Somerset

DOG LICENSING LOCATIONS FOR UNORGANIZED TERRITORIES

AROOSTOOK COUNTY

BENEDICTA	see SHERMAN	365-4260
CONNOR TWP	see CARIBOU	493-3324
E PLT	see BLAINE	425-2611
**MERRILL	see SMYRNA	757-8286
SILVER RIDGE TWP	see SHERMAN	365-4260
TI I R4 WELS (SQUA PAN LAKE)	see CARIBOU	493-3324
T14 R 15 WELS	see ALLAGASH	398-3198
T14 R16 WELS	see ALLAGASH	398-3198
TIS R15 WELS	see ALLAGASH	398-3198
TIS R6 WELS	see WINTERVILLE PLT	444-6460
T16 R4 WELS (BIG MADAWASKA) (PART OF)	see CARIBOU	493-3324
T16 R4 WELS (BIG MADAWASKA) (PART OF)	see STOCKHOLM	896-5298
T16 RS WELS (SQUARE LAKE)	see STOCKHOLM	896-5298
T17 R4 WELS (SINCLAIR)	see SAINT AGATHA	543-7305
T17 R5 WELS (GUERRETTE)	see SAINT AGATHA	543-7305
T20 R11 & 12 WELS (BIG TWENTY) (PART OF)	see ALLAGASH	398-3198
T20 R11 & 12 WELS (BIG TWENTY) (PART OF)	see FORT KENT	834-3090
T9 R5 WELS (SWETT FARM)	see PATTEN	528-2215
TA R2 WELS	see LINNEUS	532-6182
TA R5 WELS (MOLUNKUS)	see MATTAWAMKEAG	736-2464

FRANKLIN COUNTY

FREEMAN TWP (PART OF)	see STRONG	684-4005
FREEMAN TWP (PART OF)	see KINGFIELD	265-4637
GORE N OF T2&3R6WBKP (COBURN)	see EUSTIS	246-4401
JIM POND TWP	see EUSTIS	246-4401
LANG TWP (PART OF)	see RANGELEY	864-3326
LANG TWP (PART OF)	see COPLIN PLT	246-3222
MADRID	see PHILLIPS	639-2880
PERKINSTWP	see WELD	585-2348
SALEM TWP (PART OF)	see KINGFIELD	265-4637
SALEM TWP (PART OF)	see STRONG	684-4005
TI R6 WBKP (KIBBY)	see EUSTIS	246-4401
T2 R5 WBKP (ALDER STREAM TWP)	see EUSTIS	246-4401
T2 R6 WBKP (CHAIN OF PONDS)	see EUSTIS	246-4401
T3 R3 WBKP (DAVIS)	see RANGELEY	864-3326
T3 R4 WBKP (STETSONTOWN)	see RANGELEY	864-3326
T3 R5 WBKP (SEVEN PONDS)	see EUSTIS	246-4401
WASHINGTON TWP	see WILTON	645-4961
WEST FREEMAN	see STRONG	684-4005
WYMAN TWP	see EUSTIS	246-4401

HANCOCK COUNTY

T28 MD	see GREAT POND	584-5004
T34 MD	see GREAT POND	584-5004
T41 MD	see GREAT POND	584-5004
T7 SD	see STEUBEN	546-7209
T8 SD (PLANTATION 8)	see ELLSWORTH	667-2563

KENNEBEC COUNTY

UNITY TWP	see UNITY	948-3763
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MUSCONGUS ISL (LOUDVLE/LOUDS)	LINCOLN COUNTY see BRISTOL	563-6177
ALBANY TWP	OXFORD COUNTY see BETHEL	824-2669
ANDOVER NORTH	see ANDOVER	392-3302
ANDOVER WEST	see ANDOVER	392-3302
BACHELDERS GRANT	see GILEAD	836-2032
C SURPLUS	see ANDOVER	392-3302
MASON TWP	see BETHEL	824-2669
*MILTON PLT (PART OF)	see WOODSTOCK	665-2668
•MILTON PLT (PART OF)	see *MILTON PLT	665-2668
T4 R1 WBKP (RICHARDSON TWP)	see ANDOVER	392-3302
T4 R2 WBKP (ADAMSTOWN)	see RANGELEY	864-3326
T4 R3 WBKP (LOWER CUPSUPTIC)	see RANGELEY	864-3326
T4 R4 WBKP (UPPER CUPSUPTIC)	see RANGELEY	864-3326
T5 R3 WBKP (PARKERTOWN)	see RANGELEY	864-3326
T5 R4 WBKP (LYNCHTOWN)	see RANGELEY	864-3326
TOWNSHIP C	see ANDOVER	392-3302
PENOBSCOT COUNTY		
*ARGLE PLT	see OLD TOWN	827-3980
GREENFIELD	see OLD TOWN	827-3980
IP #3	see MILLINOCKET	723-7007
IP #4	see MILLINOCKET	723-7007
*KINGMAN TWP	see *KINGMAN TWP	765-3343
PRENTISS TWP	see SPRINGFIELD	738-2041
T1 R6 WELS	see MEDWAY	746-9531
T1 R7 WELS (GRINDSTONE)	see MEDWAY	746-9531
T2 R1 (GRAND FALLS PLT)	see BURLINGTON	732-3985
T2 R6 WELS (HERSEYTOWN)	see SHERMAN	365-4260
T2 R7 WELS (SOLDIER TOWN)	see MEDWAY	746-9531
T5 R7 WELS (UPPER SHIN POND)	see PATTEN	528-2215
T6 R8 WELS	see PATTEN	528-2215
TA R8 & 9 (LONG A, W SEBORIS)	see MILLINOCKET	723-7007
PISCATAQUIS COUNTY		
BARNARD PLT	see BROWNVILLE	965-2561
BLANCHARD PLT	see MONSON	997-3641
ELLIOTTSVILLE PLT	see WILLIMANTIC	997-3269
HARTFORDS POINT TWP	see GREENVILLE	695-2421
MILLINOCKET LAKE	see MILLINOCKET	723-7007
ORNEVILLE TWP	see MILO	943-2202
T1 R9 WELS	see MILLINOCKET	723-7007
T2 R6 BKP EKR (BIG SQUAW TWP)	see GREENVILLE	695-2421
T3 R15 WELS (NORTH EAST CARRY)	see GREENVILLE	695-2421
T3 R5 BKP WKR (LITTLE SQUAW TWP)	see GREENVILLE	695-2421
T4 R9 WELS	see BROWNVILLE	965-2561
T5 R13 WELS (CHESUNCOOK)	see GREENVILLE	695-2421
T5 R9 NWP	see BROWNVILLE	965-2561
T6 R8 NWP (WILLIAMSBURG)	see BROWNVILLE	965-2561
T6 R9 NWP (KATAHDIN IRON)	see BROWNVILLE	965-2561
T7 R9 WELS	see BROWNVILLE	965-2561
TA R13 WELS (FRENCHTOWN)	see GREENVILLE	695-2421
TA R14 WELS (LILY BAY)	see GREENVILLE	695-2421

SOMERSET COUNTY

*ROCKWOOD TWP	see *ROCKWOOD TWP	672-4040
T1 R5 BKP EKR (MOXIE GORE) (PART OF)	see THE FORKS PLT	663-2212
T1 R5 BKP EKR (MOXIE GORE) (PART OF)	see WEST FORKS PLT	663-4404
T1 R6 BKP EKR (INDIAN STREAM)	see WEST FORKS PLT	663-4404
*T2 R1 BKP WKR (LEXINGTON TWP) (PART OF)	see *LEXINGTON TWP	628-3081
*T2 R1 BKP WKR (LEXINGTON TWP) (PART OF)	see HIGHLAND PLT	628-4971
*T2 R1 BKP WKR (LEXINGTON TWP) (PART OF)	see NEW PORTLAND	628-4441
T3 R1 NBKP (LONG POND TWP)	see JACKMAN	668-2111
T3 R7 BKP WKR (PARLIN POND TWP)	see JACKMAN	668-2111
T4 R6 BKP WKR (HOBBSTOWN)	see JACKMAN	668-2111
T6 R1 NBKP (HOLEB)	see JACKMAN	668-2111

WASHINGTON COUNTY

BROOKTON TWP	see DANFORTH	448-2321
*EDMUNDS TWP	see *EDMUNDS TWP	726-4674
MARION TWP	see *EDMUNDS TWP	726-4674
**PERRY	see PEMBROKE	726-4490
T1 R3 TS (LAMBERT LAKE)	see VANCEBORO	788-3854
T10 R3 NBPP (FOREST CITY/TWN)	see DANFORTH	448-2321
T14 ED (PLANTATION 14)	see EAST MACHIAS	255-8598
T18 ED see EAST MACHIAS	255-8598	
T18 MD	see WESLEY	255-8859
T19 ED	see EAST MACHIAS	255-8598
T21 ED (PLANTATION 21)	see PRINCETON	796-2744
T26 ED see WESLEY	255-8859	
T29 MD (DEVEREAUX)	see GREAT POND	584-5860
T30 MD see WESLEY	255-8859	
T31 MD (DAY BLOCK)	see WESLEY	255-8859
T5 ND see GRANDLAKE STRM	796-2108	
T6 ND see GRANDLAKE STRM	796-2108	
T7 R2 NBPP (KOSSUTH TWP)	see TOPSFIELD	796-5157
TRESCOTT TWP	see WHITING	733-2027

MONTHLY REPORT

INFORMATION

PROCEDURE FOR MONTHLY DOG REPORT

Each number for the procedure coincides with the number on the numbered dog report attached:

1. Month of the sales reporting and circle the year reporting. (Not necessarily the month you do the report.)
2. Please fill in your municipality name, address and phone number in the event we need to call or write to you concerning a problem with your report. .
3. If you have no sales for the month, check the box added for "no sales" and return to our office. We should receive a report from each town every month.
4. Enter the number of last years male/female dogs collected fees in that month. (Even though stickers will not be issued, we still collect the money and report it.)
5. Enter the number of current year stickers sold for male/female dogs during the reporting period.
6. Add number 4 & 5, enter the answer on this line.
7. Multiply number 6 by \$9.00, enter the answer on this line.
8. Enter the number of last year neuter/spay dogs collected in that month. (Even though stickers will not be issued, we still collect the money and report it.)
9. Enter the number of current year stickers sold for neuter/spay dogs during the reporting period.
10. Add number 8 & 9, enter the answer on this line.
11. Multiply number 10 by \$3.00, enter the answer on this line.
12. Enter the number of dogs in a kennel that were collected for this month for last year who are part of a kennel, (again, although stickers are not given, still collect the money and report.)
13. Enter the number of current year stickers sold to dogs as part of a kennel license. (For example, if you sold two kennel licenses and issued 5 stickers each, the number would be 10.)
14. Enter number of kennel licenses sold for last & current year during reporting month.

15. Multiply number 14 by \$30.00, enter answer on this line. Remember, a photocopy of all kennel licenses issued now also have to be sent to this office.

16. This line is used only for over or under payments. For example if in January you under paid by \$6.00, you would enter -\$6.00 on this line, or if you over paid by \$6.00 you would enter \$6.00 here.

17. Please specify the reason if you have put something in number 16. For example (over paid for month of January.) The over or under payment would come from this office, if we didn't catch it but you did, please notify this office immediately in order for a credit to be given.)

18. This area is used to report stickers given for other reasons, the left column for last year stickers, the right column for current year stickers. Please note; the line *dogs added to kennel is only used for dogs that are added to a kennel after the initial licensing period. For example, if someone had 5 dogs in January at the time of licensing and then acquired 2 more dogs in May and came in to add those two to the kennel, you would then issue two more tags from their kennel package and two stickers for the tags, the 2 stickers would be reported here as 2. Initial kennel stickers issued would be put on line 13.

19. Add numbers 7, 11, 15 & 16, put the answer on this line. Do not put the check total if you are sending two months at a time with one check. If you are sending two months reports with one check, the check should equal number 19 of both reports. You will notice that the report has changed this year to say "report total" as opposed to "check total", since they are not always the same.

20. Enter the check number. If you pay with a money order, you only need to circle MO.

21. Enter the number of last year stickers you collected for in this reporting month.

22. Enter the number of current year stickers you issued for the reporting month, this would be by adding numbers 5, 9, & 13 and anything on the right column on number 18. This will help you and us keep track of stickers being issued by your town.

23. This is clerk's use only, our office does not use this for any reason. It is there for your use.

24. The part of the address that is bolded is the only information you need to put on the envelope when mailing your report.

25. Report the metal tags issued to newly licensed dogs during the reporting period.

26. Report the metal tags issued for replacement during reporting period.

27. Report metal tags issued for the reporting period that don't fit into the 25 or 26 line.

28. Report total number of metal tags issued for the reporting period.

If there is no information to be reported on any given line, do not enter anything, leave blank. If at any time there is a question on the procedure for monthly reports, please call 287-3846.

SUPPLIES
INFORMATION

Receiving Supplies:

Each year, sometime in October, you will receive a new year supply packet. In it will be your stickers for the new licensing year and other pertinent information. Please read all material carefully. In the packet there will be a return receipt. Please check all material closely. sign the receipt and return it to this office. If by November 1st of any year, you have not received your new stickers, notify this office so that new ones can be sent.

Ordering Supplies:

If at any time during the year you need dog licensing supplies, fill out the order form that was sent in your new packet or the supply order form found in this booklet. You may mail or fax the order to us. Please make a copy of the new supply order form to reuse throughout the year. If you can not find one, call out office and we will fax one to you.

MAINE DEPARTMENT OF AGRICULTURE FOOD AND RURAL RESOURCES



*ANIMAL WELFARE PROGRAM
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0028
TELEPHONE: (207)287-3846 FAX: (207)624-5028*

DOG LICENSING SUPPLY ORDER FORM

Municipality: _____

Today's Date: _____

Address: _____

Supplies Requested:

Dog Tags _____ Bags(**indicate number of bags**, 50 tags per bag)

Dog Licenses _____ Books(**indicated number of books**, 50 licenses per book)

Kennel Tags _____(**indicate number of sets**, 10 tags per set)

Kennel Licenses _____(**indicate number of licenses**)

' _____ Stickers _____(**indicate number of stickers**, 15 stickers per sheet)

Other _____

Supplies Received by: _____ Date Received: _____

Please return this signed receipt to: Animal Welfare Program
28 State House Station
Augusta, Me 04333-0028

WARRANT

INFORMATION

**MUNICIPAL WARRANT FOR PROSECUTING
UNLICENSED DOG OWNERS-KEEPERS**

STATE OF MAINE
Title 7 MRSA Section 3943

_____, ss
(town's county)

To _____ a Police Officer(s), Constable(s) or *Animal Control Officer(s)
(name of animal control officer or person acting in that capacity)
of the municipality of _____; or
(name of town)

Sheriff/Deputy *Sheriff _____ within the county of
(town's sheriff department name)

_____.
(town's county)

In the name of the State of Maine and in accordance with the provisions of Title 7 MRSA Section 3943 as amended you are hereby directed to send a notice of violation or call on, the attached list of owners/keepers of a dog (six months old as of January 1st last) that are unlicensed in violation of Title 7 MRSA Chapter 721.

You are also hereby to make a demand on the owner or keeper to obtain a license from the municipal clerk within seven (7) days from the date of the demand and to remit to the clerk the license and recording fees plus a late fee of \$25.00 per dog licensed.

Finally, you are hereby directed to enter summons and complaint as soon as possible for those owners/keepers who fail to comply with the order.

And you will make return of this warrant, with your doings thereon, to the Municipal Officers of said _____ by July 1st of this year.

(town's name)
Given under our hands at _____ in the County of _____
(town's name) (town's county)

on the _____ day of _____ A.D., 20_____.
day month year

For Municipal Officers or Town/City Manager-Administrative Assistant of Mayor of _____
(town's name)

signature

signature

signature

signature

*Strike out those non applicable entities.

RETURN OF WARRANT

SS

(town's county)

To the Municipal Clerk of _____
(town's name)

I, _____ a Police Officer(s), Constable (s), Animal (name of
(animal control officer or person acting in that capacity)
Control Officer(s) of the municipality of _____; or
(town's name)

Sheriff/Deputy Sheriff within the County of _____ to whom the above
(town's county)
warrant was issued, do hereby make return of the said warrant.

I enter complaint before the District Court of the _____ District,
(**district court number i.e. I, IV, XII)

Division of _____ at _____ against the
(the county the district court covers) (the town court is located in)

attached sheet listing the owners and keepers of said unlicensed dogs, on the dates also listed.

Date _____: *Sheriff/Deputy Sheriff, *Police Officer(s), *Constable(s), *Animal Control
Officer(s): _____
(signature of the animal control officer or person acting in that capacity)
of _____.

(town's name or if sheriff - sheriff department's name)

***Strike out those non applicable entities.**

7 § 3943. Municipal warrants

1.Procedure. Between February 1st and April 1st annually, the municipal officers of each municipality shall issue a warrant with the names and addresses of all owner' or keepers of unlicensed dogs to one or more police officers, constables, sheriffs or animal control officers, directing them to send a notice of violation to the last known address of the owners or keepers or call on the owners or keepers. The warrant must further direct that demand be made on the owners or keepers to obtain a license from the municipal clerk within 7 days from the date of demand and remit to the clerk the license and recording fees plus a late fee of \$25 for each dog that is licensed. Finally, the warrant must direct the police officer, constable, sheriff or animal control officer to enter summons and complaint as soon as possible for all owners or keepers so notified who fail to comply with the order.

2. Returns of warrant. Each police officer, constable, sheriff or animal control officer to whom the warrant is issued shall return the warrant to the municipal clerk on or before July 1st of each year.

****District Court Locations:**

Augusta (Dist VII, S.Kennebec)
Bangor (Dist III Penobscot)
Bar Harbor (Dist V, S.Hancock)
Bath-Brunswick (Dist VI, Sagadahoc)
Belfast (Dist V, Waldo)
Biddeford (Dist X, E.York)
Bridgton (Dist IX, N.Cumberland)
Calais (Dist IV, N. Washington)
Caribou (Dist I, E.Aroostook)
Dover-Foxcroft (Dist XII, Piscataquis)

Ellsworth (Dist V, Cent. Hancock)
Farmington (Dist XII, Franklin)
Fort Kent (Dist I, W. Aroostook)
Houlton (Dist II, S. Aroostook)
Lewiston (Dist VIII, S. Androscoggin)
Lincoln (Dist XII, Cent. Penobscot)
Livermore Falls (Dist XI, Androscoggin)
Machias (Dist IV, S. Washington)
Madawaska (Dist I, W. Aroostook)
Millinocket (Dist XIII, N. Penobscot)
Newport (Dist III, W.Penobscot)

Portland (Dist XI, N.Oxford)
Presque Isle (Dist II, Cent Aroostook)
Rockland (Dist VI, Knox)
Rumford (Dist XI, N. Oxford)
Skowhegan (Dist XII, S. Somerset)
Springvale (Dist X, W.York)
Van Buren (Dist I, W. Aroostook)
Waterville (Dist VII, N.Kennebec)
Wiscasset (Dist VI, Lincoln)
York (Dist X, S. York)

STATE OF MAINE
DEPARTMENT OF AGRICULTURE FOOD & RURAL RESOURCES
ANIMAL WELFARE PROGRAM
28 STATE HOUSE STATION AUGUSTA, MAINE 04333-0028
(207)287-3846 FAX (207)624-5028

MUNICIPAL WARRANT FOR PROSECUTING UNLICENSED DOG OWNERS
QUESTIONNAIRE

CIRCLE A, B, OR C AND COMPLETE

7 *MRSA* § 3943. A warrant is an order for municipal officers directing a police officer, constable, sheriff or animal control officer to enter a complaint and summons against the owners or keepers of unlicensed dogs following notice of and noncompliance with a violation of law.

A. A warrant wasn't necessary. All dog owners have licensed their dog(s).

B. The warrant is complete as of this date and I have filled out the information below to the best of my knowledge.

- (+)____ 1. Total number of owners on initial warrant that have not licensed their dog(s) since last year.
- (-)____ 2. Subtract number of owners dropped from warrant because they no longer own the dog, have moved, or licensed their dog after the warrant was complete.
- (=)____ 3. Equals the number of owners that have refused to license their dog(s) after given a 7 day warning and have been or are in the process of being summonsed to court.
-

C. The warrant is not completed as of this date because:

- ____ 1. The animal control officer, constable, police officer or sheriff is still working on the warrant and the estimated completion date is_____.
- ____ *2. The town has no officer to follow through on a warrant.
- ____ *3. I am unfamiliar with a warrant and need more information on what my responsibilities are and how to complete one.
- ____ 4. Other: _____
-

* The warrant must be complete by law. For assistance you may call this office.

A copy of the warrant is not needed by this office. Please keep the warrant with your records for a minimum of three years.

Municipality: _____
Town Clerk's Signature: _____

RETURN BY JULY 10TH
Date: _____